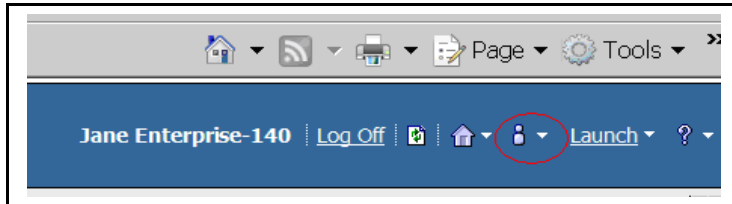


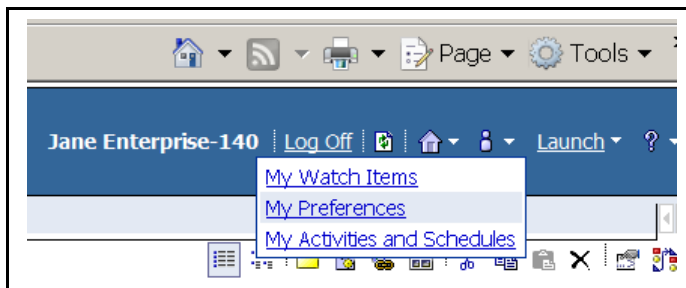
Renewing Credentials for Scheduled Reports

Periodically, users are required to change the password they use to get into the Application Selection Menu on the Controller's Office website. When this password is changed, any scheduled reports that the user may have set up in IBIS will discontinue running until the user's credentials are renewed. Follow these simple instructions to complete that task.

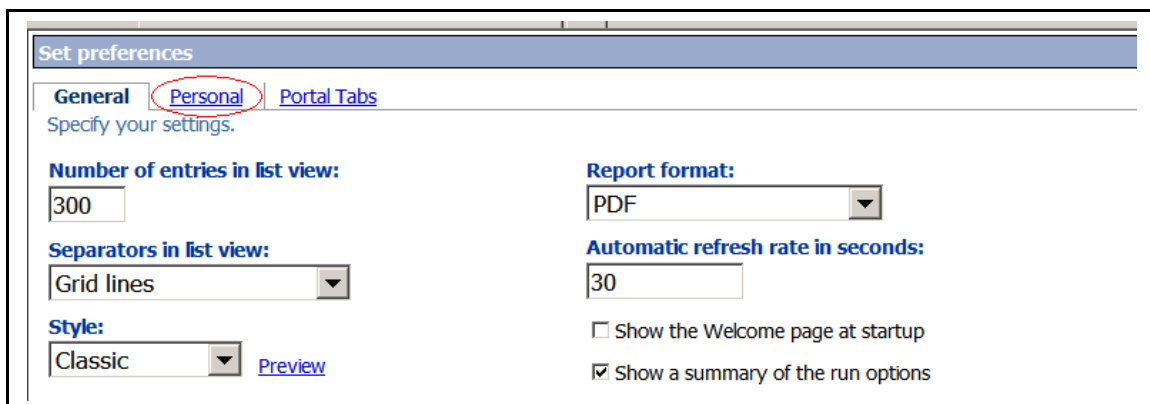
Click the "My Area" drop-down arrow in the upper-right corner of your IBIS screen.



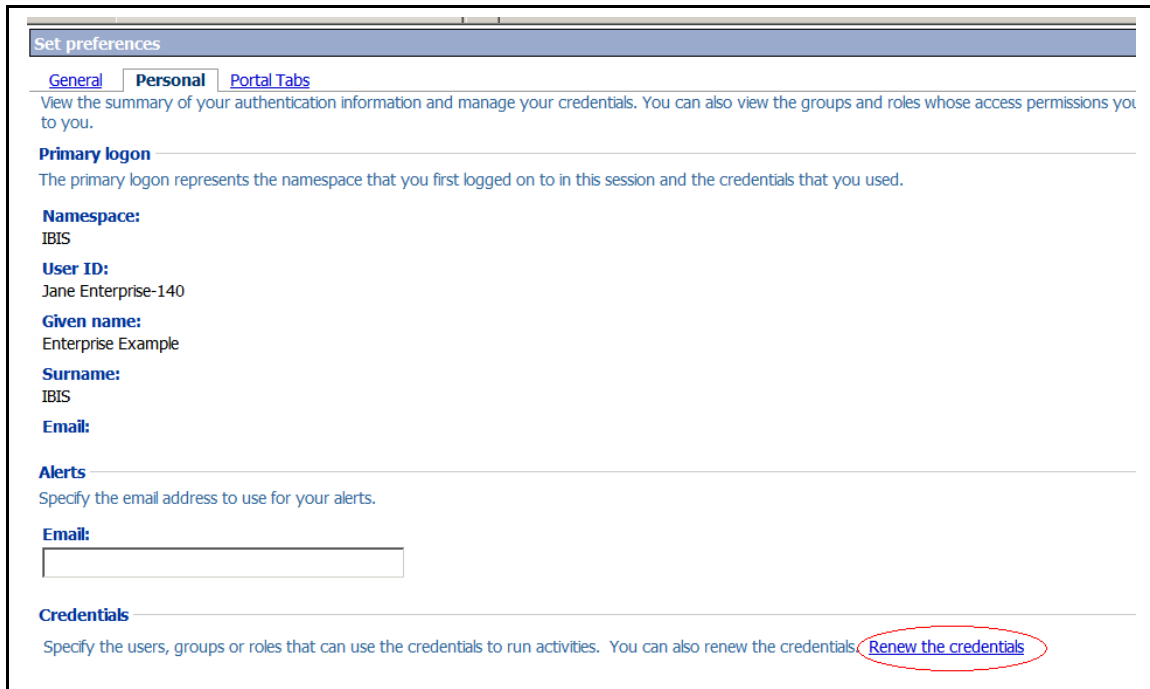
Click on "My Preferences"



Next, select the Personal tab found on the upper-left section of the screen.



In the Credentials section of the following screen you will see a link that says “Renew the credentials”. Click on that link.



Set preferences

[General](#) **Personal** [Portal Tabs](#)

View the summary of your authentication information and manage your credentials. You can also view the groups and roles whose access permissions you have to you.

Primary login

The primary login represents the namespace that you first logged on to in this session and the credentials that you used.

Namespace:
IBIS

User ID:
Jane Enterprise-140

Given name:
Enterprise Example

Surname:
IBIS

Email:

Alerts

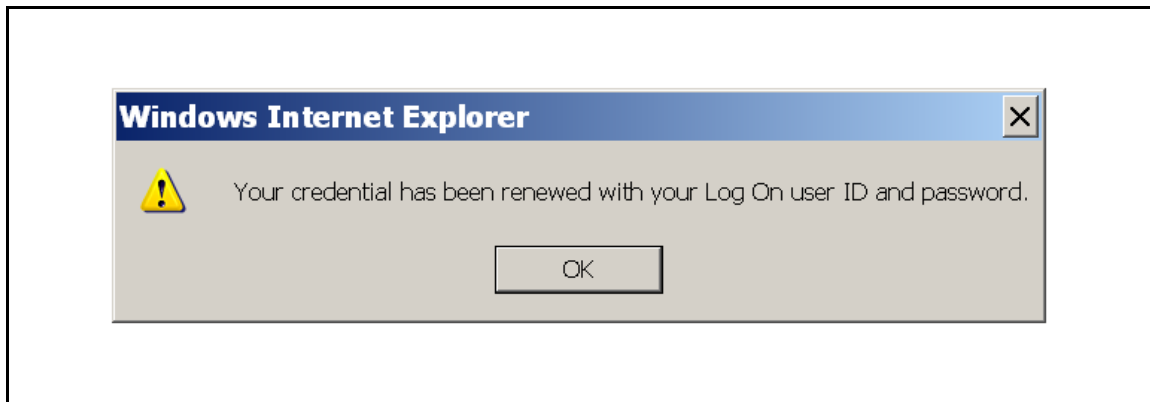
Specify the email address to use for your alerts.

Email:

Credentials

Specify the users, groups or roles that can use the credentials to run activities. You can also renew the credentials. [Renew the credentials](#)

You will then receive the following message. Click OK.



You will then be taken back to the Set preferences screen. Click OK to exit this screen.

Credentials
Specify the users, groups or roles that can use the credentials to run activities. You can also renew the credentials. [Renew the credentials](#)

<input type="checkbox"/>	...> Name
<input type="checkbox"/>	...> Jane Enterprise-140 (Jane Enterprise-140)